UK Health Security Agency

Line listing report
User Guide

ICU Data Capture System

Contents

Document history

Revision date	Author	Version	Changes
01/05/2018	Public Health England	1.0	-
07/10/2020	Public Health England	1.1	-
25/02/2021	Public Health England	1.2	-
04/02/2025	William McMillan, Matt Wilson and Andrea Mazzella, UK Health Security Agency	1.3	• Added information on automatically generated columns • Clarified some passages • Updated screenshots to reflect current ICU DCS • Updated branding (PHE to UKHSA)

Introduction

The Line Listing Report provides case level information on each record reported to the Intensive Care Unit (ICU) Data Capture System (DCS), including both infection episodes and denominators. The information provided by this report will depend on the logged in user's roles and permissions as well as their organisational type (Please see 'Roles and Permissions User Guide').

The Line Listing Report allows a user to view cases mapped to their Organisation, for example a user from a UKHSA would view cases in the Line Listing report for all ICUs mapped to their Centre while a user from an ICU would only be able to view patient records from their ICU.

Accessing Line Listing reports

To access the Line Listing Report, log in to the ICU DCS system using your user name and password, select 'Reports' from the 'Menu Toolbar' and then select 'Line Listings' (Figure 1). In the 'Line Listings' page that loads in the main window you can then select specific options from the data parameters to generate a desired output (Figure 2).

Default options for 'Organisation Type', 'Region', 'Organisation', 'Category', 'Question Grouping', 'Sector', and 'Field Listing' are dependent on the user's Organisation, their roles and permissions. Most of these options are pre-set and cannot be changed. For example, an ICU Data Entry user will only have access to their ICU's data thus the 'Organisation Type', 'Region', 'Organisation', and 'Sector' will reflect the particular ICU, while a UKHSA Centre user with appropriate permissions will see all commissioning, reporting and residential route cases for their Centre and the 'Organisation Type', 'Region' and 'Organisation' will reflect the particular Centre.

Figure 1: Selection of Line Listing Report

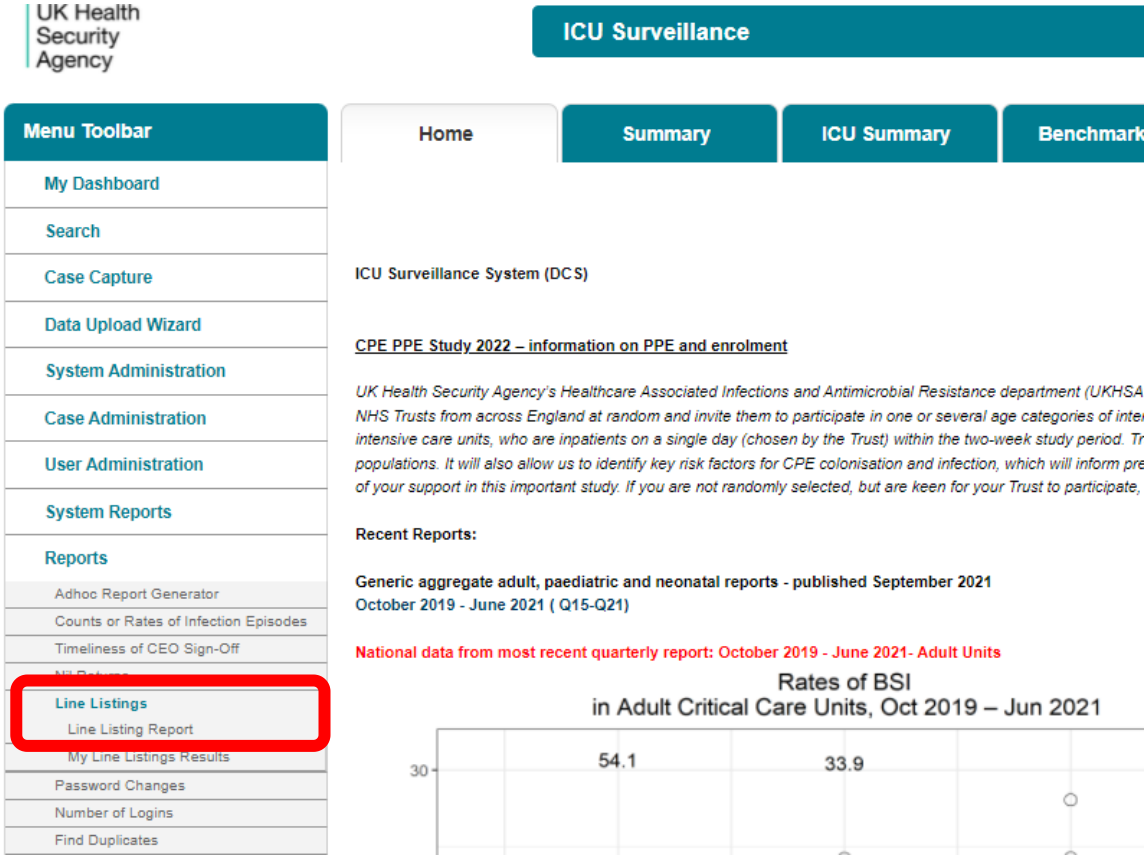
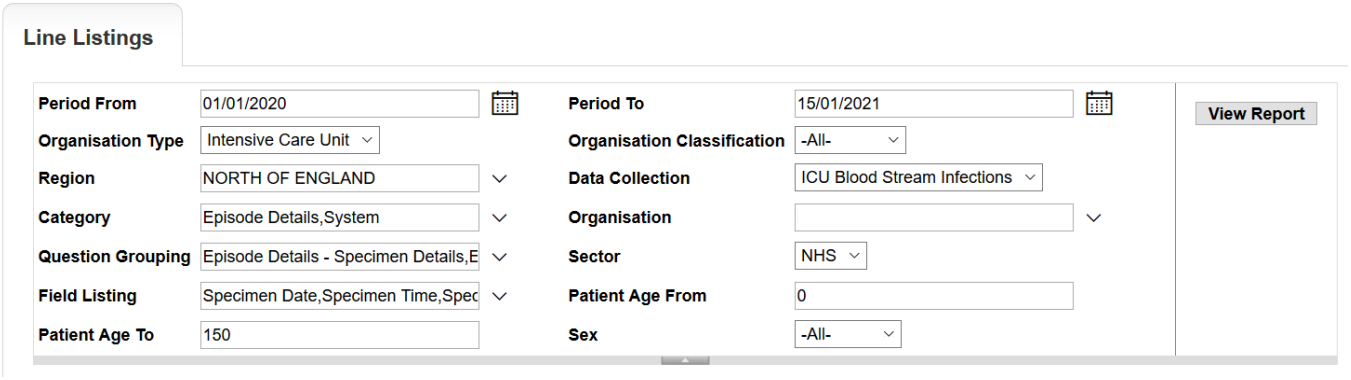


Figure 2: Line Listing Report: Data parameters



Choosing parameters

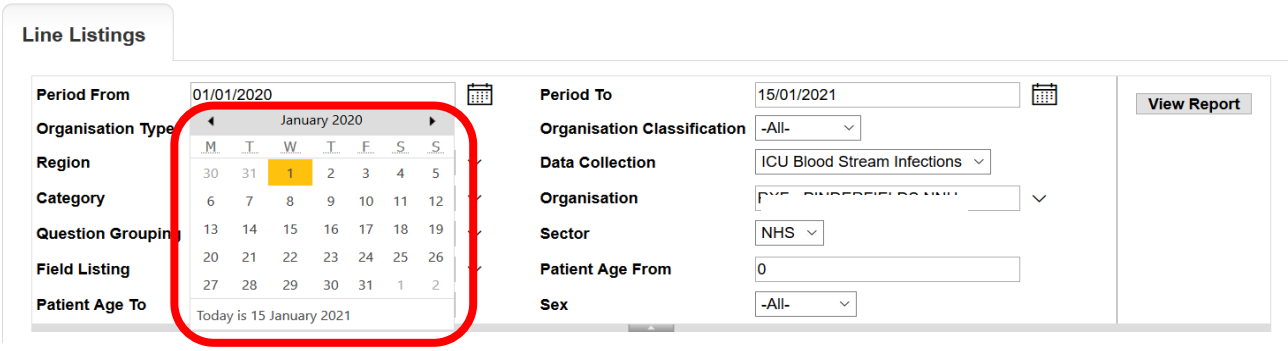
Period To and From

These parameters will limit the search result to cases whose specimen date was within a set time period.

'Period From'- restricts the report to infection episodes with a specimen date (date of specimen collection) on/after a specified date, that is, infection episodes from this date onwards will be included.

The date can be typed in directly in the DD/MM/YYYY format or selected from the date selector (Figure 3). It is defaulted to the first day of the current month of the previous year.

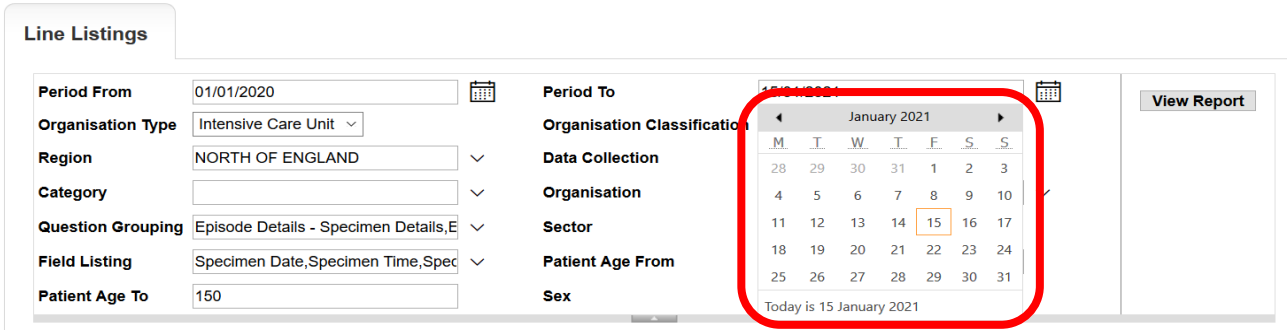
Figure 3: 'Period From' parameter



Period To'- restricts the report to infection episodes with a specimen date (date of specimen collection) on/before a specified date, that is infection episodes up to this date will be included.

The date can be typed in directly in the DD/MM/YYYY format or selected from the date selector (Figure 4). It is defaulted to today's date.

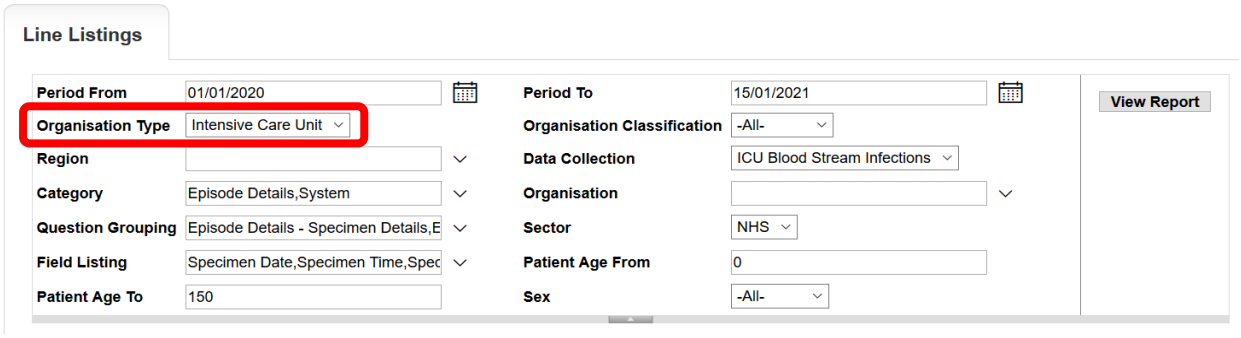
Figure 4: 'Period To' data field



Organisation Type

In order to see data relevant to the ICU surveillance programme (for example ICU Blood Stream Infections, ICU Monthly Census, ICU Daily Census), you must select 'Intensive Care Unit' for the 'Organisation Type' Parameter (Figure 5).

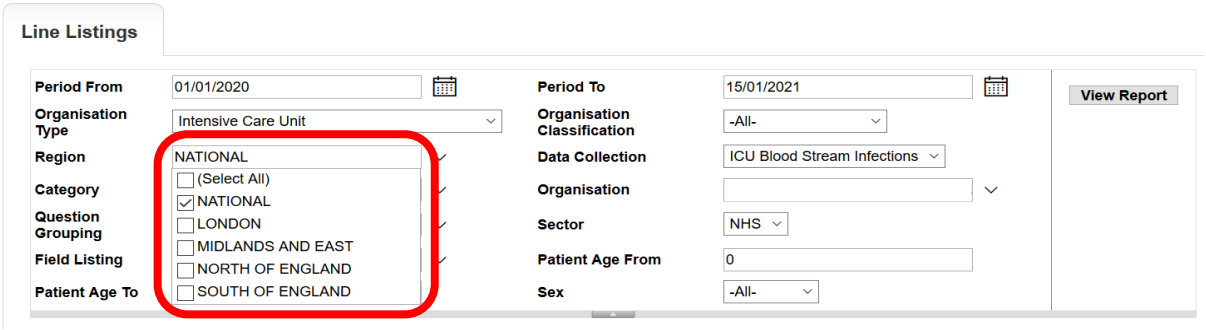
Figure 5: 'Organisation Type' parameter



Region

Refers to the respective geographical region of the ‘Organisation’. National ‘Organisation Types’ have their ‘Region’ defaulted to ‘National’. Other options are available to narrow down the data by individual regions (London, Midlands and East, North of England and South of England) (Figure 6).

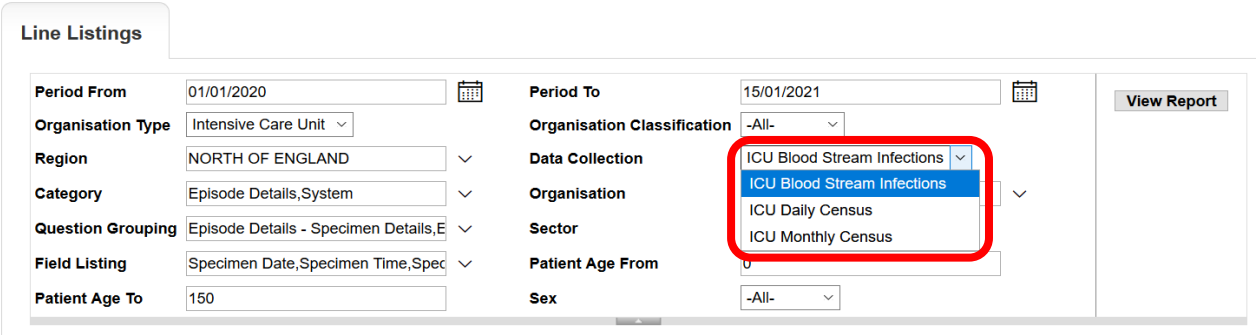
Figure 6: Drop down options for ‘Region’ parameter



Data Collection

This parameter limits the search result to either reported cases of ICU Blood Stream Infections, ICU Daily Census and ICU Monthly Census (Figure 7).

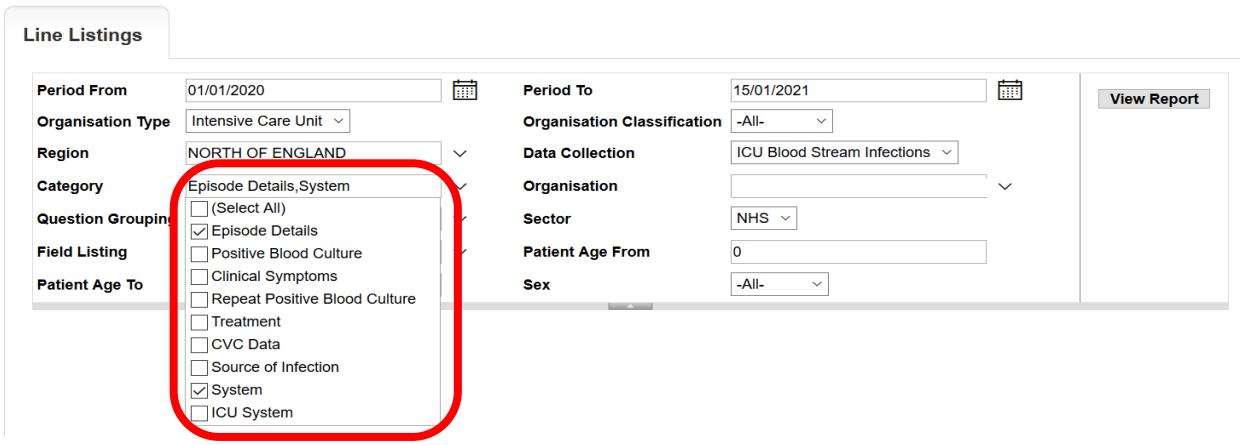
Figure 7: Data Collection parameter



Category

Allows you to select a subset of data from each of the tabs available on case capture (Figure 8). Please note that the options available depend on the chosen ‘Data Collection’ option as shown in Figure 8. The default is to have a minimum dataset selected – these again vary depending on the ‘Data Collection’ selected. If you want a more detailed dataset then use the ‘Category’ dropdown menu to select all of the relevant parts from the Case Capture record you require (Figure 8).

Figure 8: 'Category' parameter drop-down for ICU Blood Stream Infections

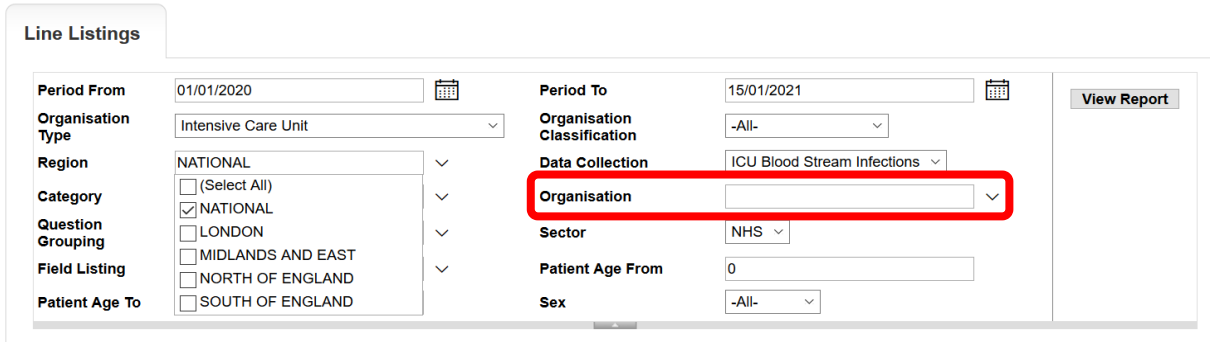


Please note: the 'System' category includes system-generated fields, such as patient age.

Organisation

Refers to the specific Organisation for which data will be displayed and is only activated when a 'Region' has been selected. This parameter will default to your current 'Organisation' (Figure 9). National and subnational 'Organisation Types' (such as Clinical Commissioning Groups, for other see 'Roles and Responsibilities') can either view all cases mapped to them, or limit their search to a specific 'Organisation' lower down their 'Organisation Type' hierarchy (this may require selecting a specific 'Region').

Figure 9: 'Organisation - Region' parameter for Organisation Unit



Sector

This parameter allows the user to change the healthcare sector between 'NHS', 'Independent' or view data for both sectors when selecting '-All-'. The only option available for Intensive Care Unit 'Organisation Type' is 'NHS' and 'Independent' for Independent Sector Intensive Care Unit 'Organisation Type', while national and subnational Organisation Types can view data by all three options (Figure 10a, Figure 10b, Figure 10c).

Figure 10a: 'Sector' parameter for Intensive Care Unit 'Organisation Type'

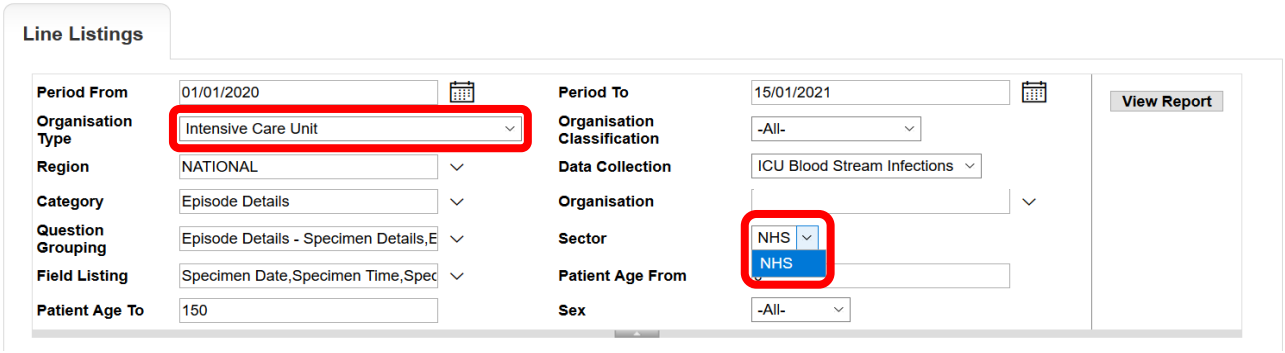


Figure 10b: 'Sector' parameter for Independent Sector Intensive Care Units 'Organisation Type'

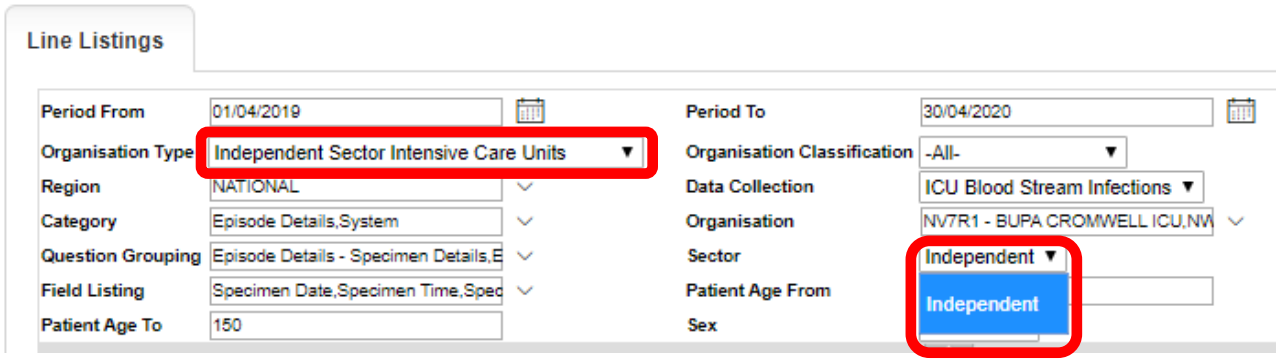
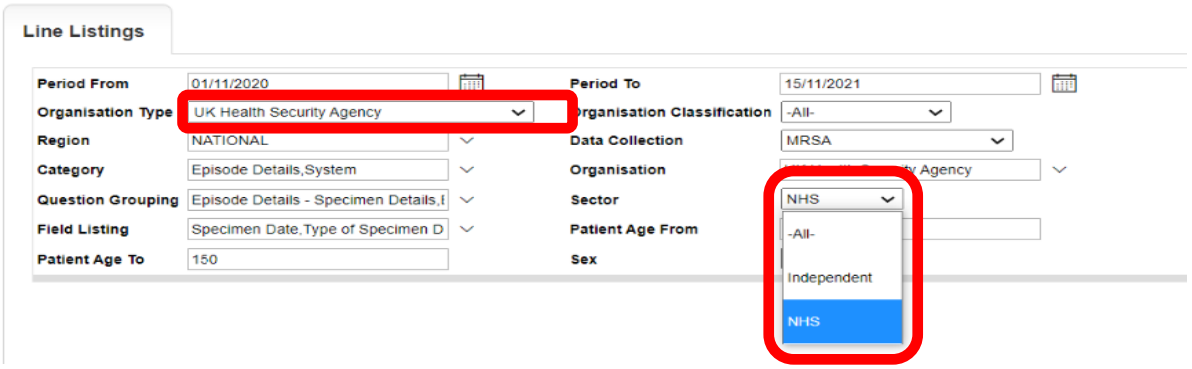


Figure 10c: 'Sector' parameter for Independent Sector Intensive Care Units 'Organisation Type'



Field Listing

Refers to specific fields from case capture that will be displayed on the Line Listing Report. The available options are dependent on the selection of options from 'Data Collection', 'Category' and 'Question Grouping' parameters. For example, selection of 'ICU Blood Stream Infections' from 'Data Collection', 'Episode Details' from 'Category' and 'Episode Details- Specimen Details' from 'Question Grouping' will result in display of fields specific for the specimen, in particular Specimen Date, Specimen Time and Specimen No (Figure 11). The User can further decide to include all or only some of these in the report by deselecting/selecting specific options (Figure 12).

Figure 11: 'Field Listing' parameter for a specific combination of 'Data Collection', 'Category' and 'Question Grouping' parameters

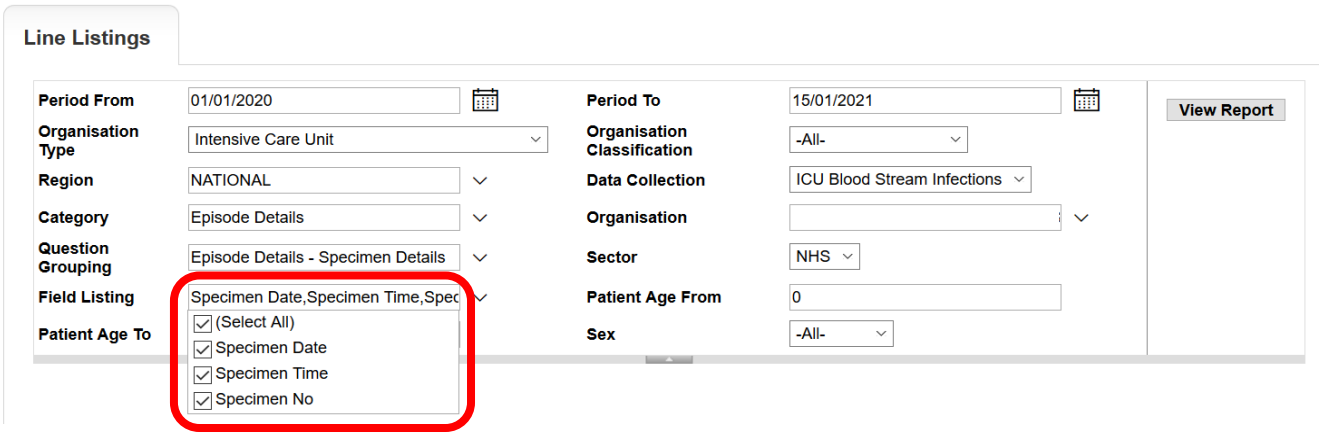


Figure 12: Line Listing Report headings based on parameter selection in Figure 13

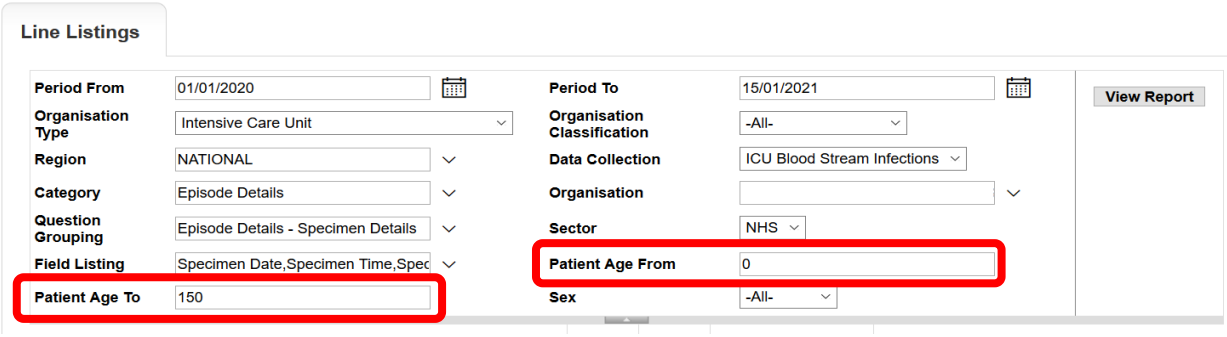
Period From	01/01/2020	Organisation Type	Intensive Care Unit	Organisation	
Period To	15/01/2021	Region	NATIONAL	Data Collection	ICU Blood Stream Infections
Category	Episode Details	Question Grouping	-All-	Field Listing	-All-
Patient Age From	0 - 150	Sex	-All-	Sector	NHS
Organisation Classification	-All-				

ID	Data Collection Date	Data Collection	Critical care unit Code	Specimen Date	Specimen Time	Specimen No

Patient Age From and To

Allows users to select age range of patients to be included in the report. The default values are 0 to 150 years (Figure 13).

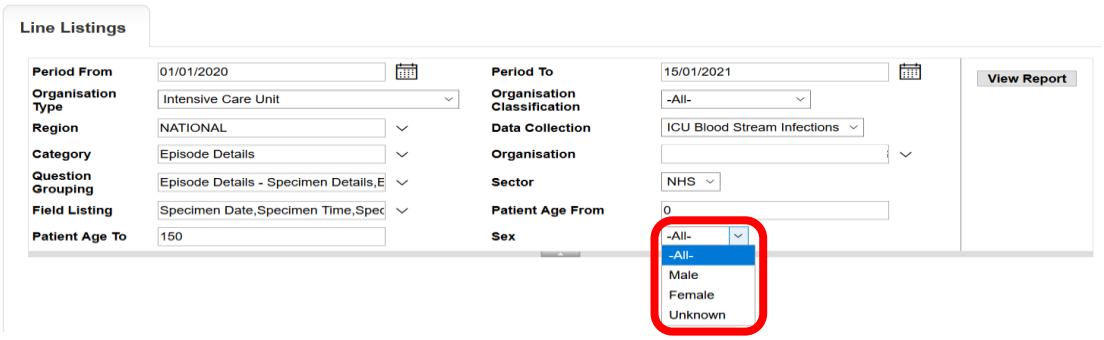
Figure 13: 'Patient Age From' and 'Patient Age To' parameter.



Sex

Allows users to select a subset of data based on gender. Available options are '-All-', 'Male', 'Female' and 'Unknown' (Figure 14).

Figure 14: ‘Sex’ parameter.



Previewing the Line Listing

Selecting ‘View Report’ enables you to view the records specified by your previously made parameter selections (Figure 15 and Figure 16). Please note the ‘View Report’ functionality only enables the first 25 records to be displayed. This is to provide a preview of the report content prior to exporting the data in its entirety. ‘Export Report’ functionality is outlined below.

Figure 15: ‘View Report’ functionality

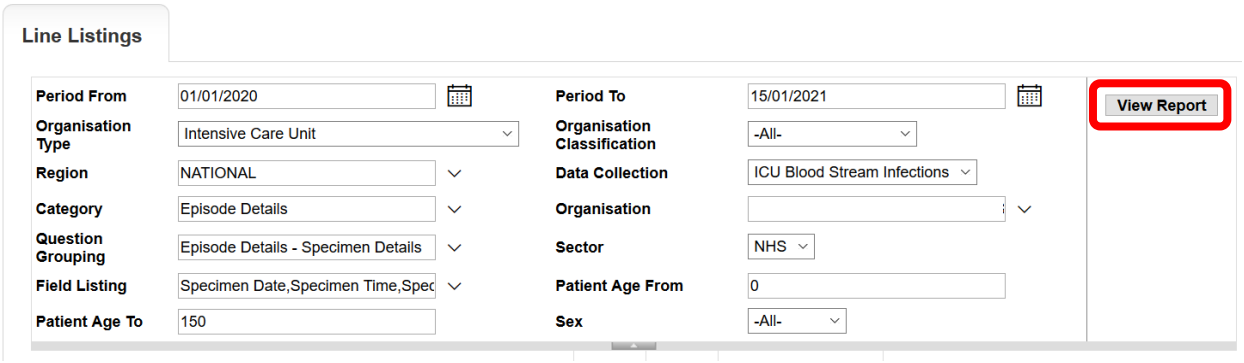
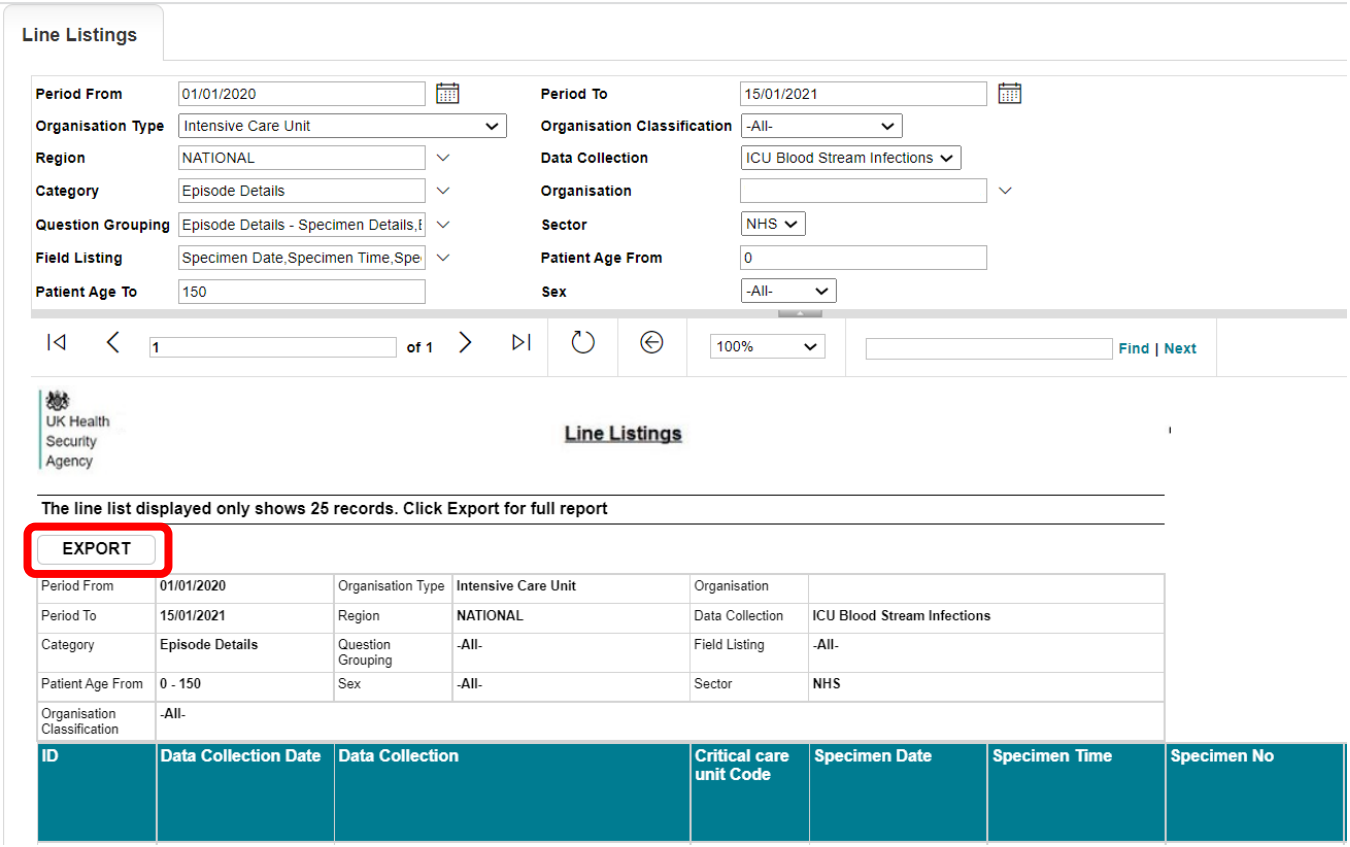


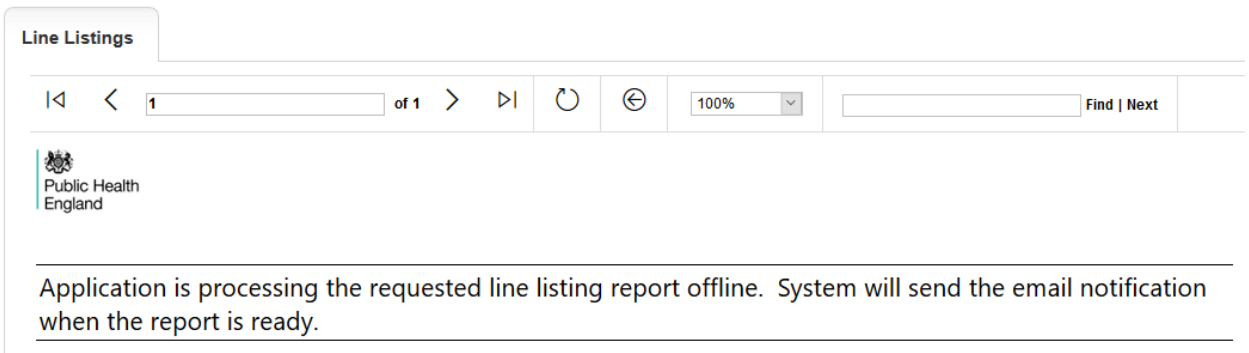
Figure 16: Example of the 'View Report' output



Exporting the Line Listing

Selecting 'Export' from the 'View Report' output (Figure 16) enables the export of all records fulfilling the previously specified criteria. The output is in .txt format. The download progress is conducted offline and a system message is displayed (Figure 17). Please note that you do not need to remain on this page for the line listing report to be generated.

Figure 17: Progress message of export functionality



Checking the status of an export

In order to view the progress of the export, the user will need to select ‘My Line Listings Results’ (Figure 20) from the Menu Toolbar. This will produce a results window (Figure 19) listing all the reports generated by the user.

Figure 18: ‘My Line Listings Results’ option

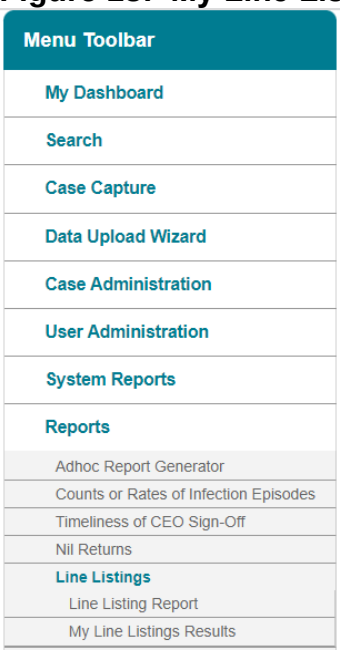


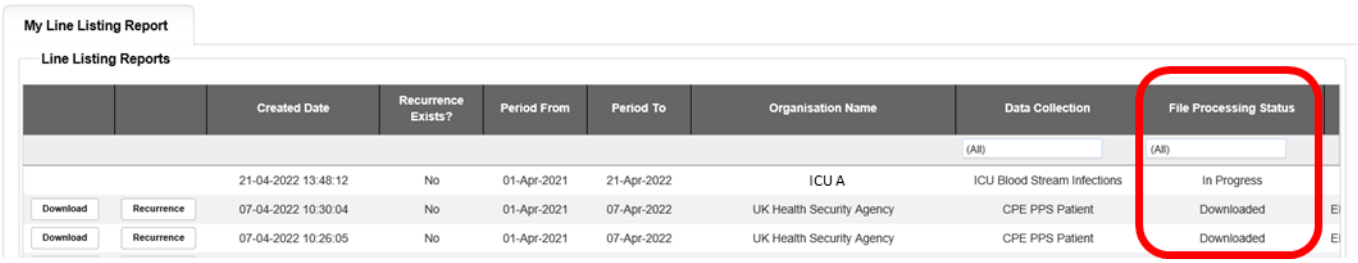
Figure 19: ‘My Line Listing Report’ window

The My Line Listings Report window provides the following information for the user:

- Date and time the Line Listing report was created
- Period From and Period To of the data extracted
- Organisation name
- Data Collection
- Status of the file being exported
- File name of the report (which contains the SURNAME and first name of the user)

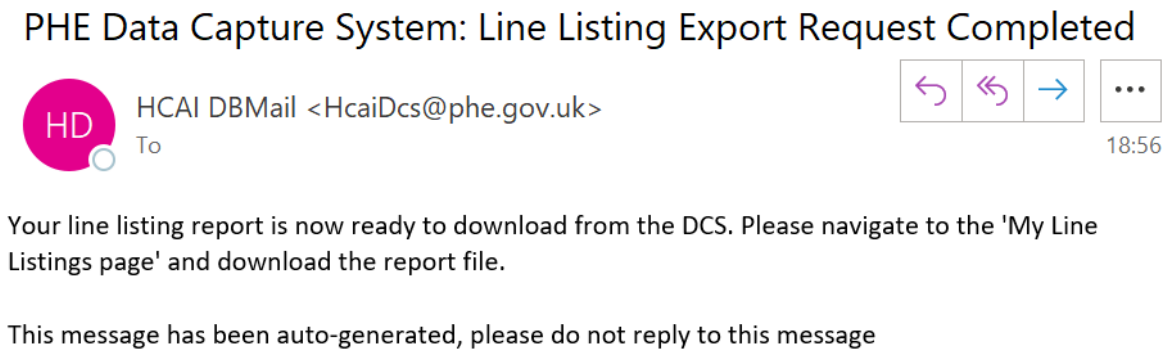
Please note when a large amount of data is extracted the ‘File processing Status’ column will display ‘In Progress’, until the file is complete and ready for download (Figure 20).

Figure 20: Different statuses of file processing



Once the line listing report is ready for the user to download, an email will be generated by the HCAI DCS which will be sent to the email address registered by the user; to let them know that the report is ready to be downloaded (Figure 21).

Figure 21: Email received on completion of exporting of your data

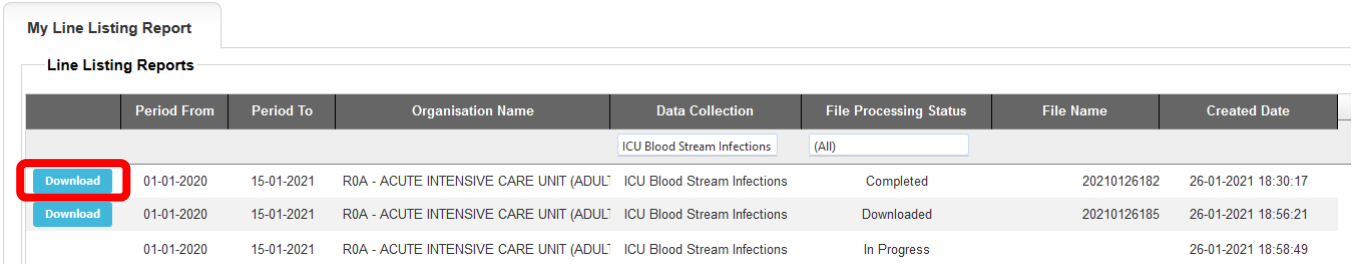


Downloading the Line Listing

Once the file is complete, a ‘Download’ button will be enabled at the beginning of the row. By clicking the ‘Download’ button (Figure 22) in the My Line Listings Results window, the file will be downloaded onto the user’s PC.

The filename will always start with the user’s surname and first name followed by the date of extraction. This file must be saved to a location where the user can easily navigate to.

Figure 22: My Line Listing Report window when the file is ready to be downloaded



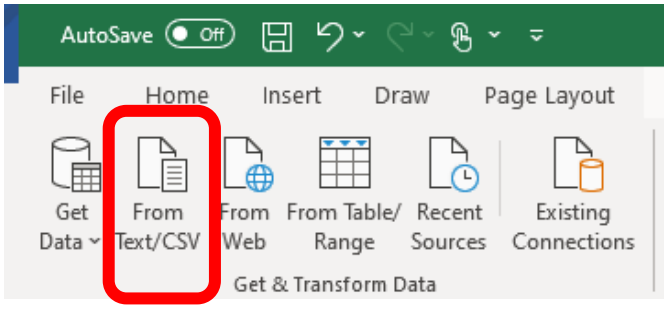
Due to the usually large size of the Line Listing output file, the Line Listing report can only be exported as a ‘|’ (‘pipe’) delimited .txt file. This is in order to minimise its download time.

Opening the Line Listing as a spreadsheet

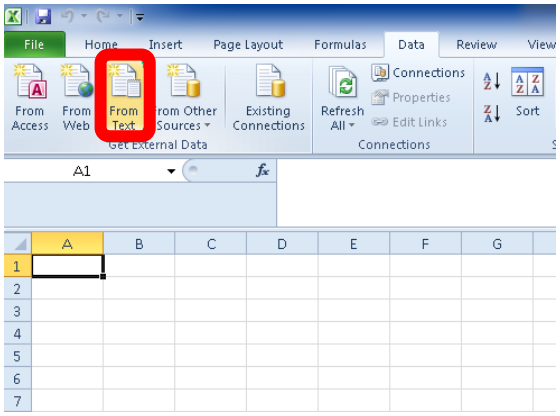
Should you require the output file in Excel format, you can save the output file as an Excel workbook (.xls or .xlsx) by following the steps below:

- Open a new Microsoft Excel workbook
- Select the “From Text” option in the “Data” tab (Figure 23)

Figure 23: Importing the text file

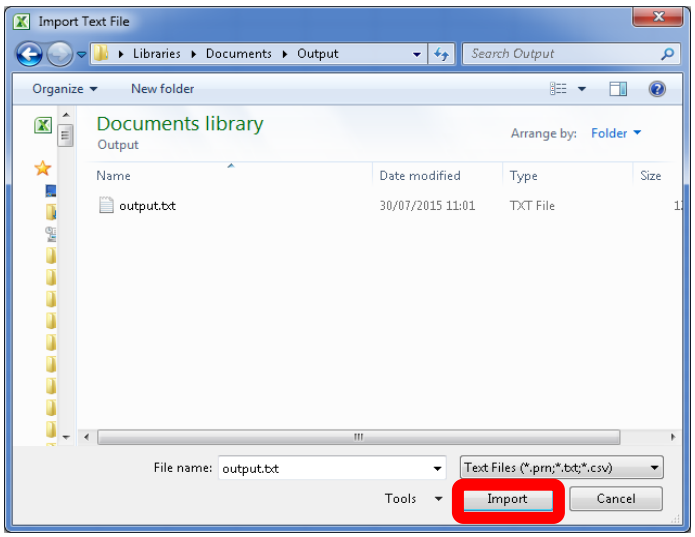


Or (previous version of Excel)



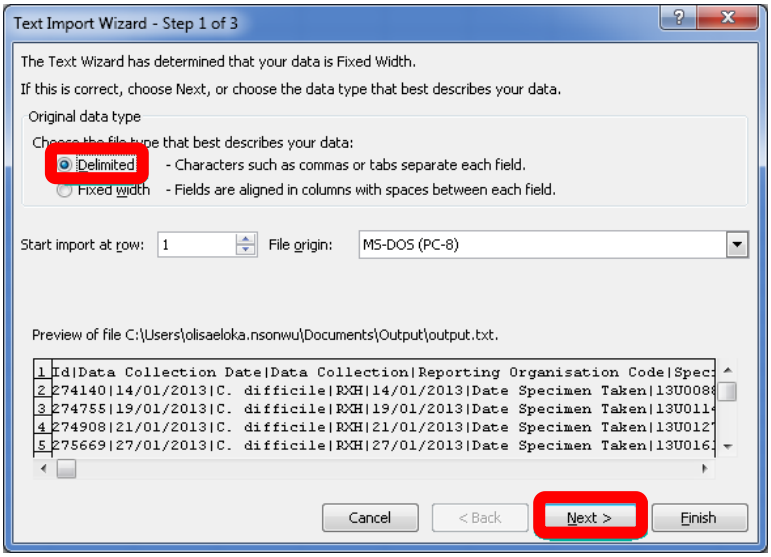
- A browse window will then pop up. Select the output file and click “Import” (Figure 24).

Figure 24: Import text file browse window



- This will launch the **Text Import Wizard**. In Step 1 change the file type to **‘Delimited’** and click **‘Next’** to move to Step 2 (Figure 25).

Figure 25: Text Import Wizard – Step 1



- Under ‘Delimiters’ untick the ‘Tab’ option and type in the ‘|’ (‘pipe’) character in text box beside the ‘Other’ option (Figure 26). This is usually located at the bottom left corner of your keyboard (Figure 27). Note that you may need to hold down the ‘Shift’ key. Click the ‘Finish’ button to complete the import.

Figure 26: Text Import Wizard – Step 2

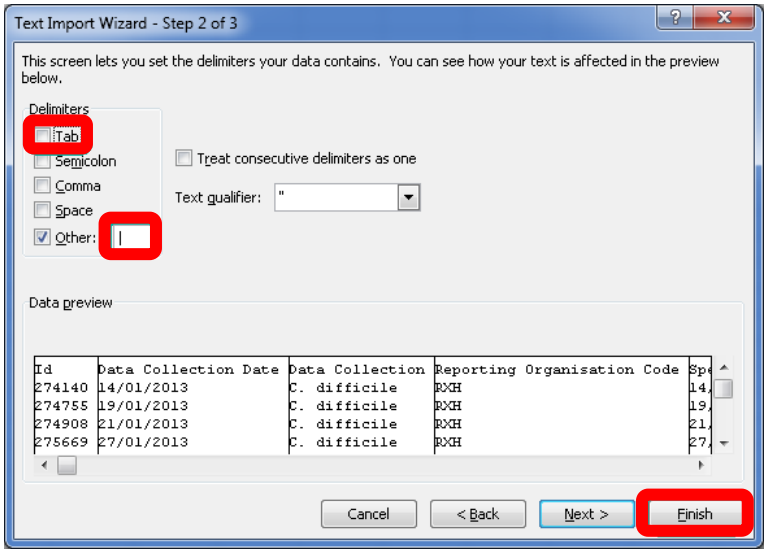
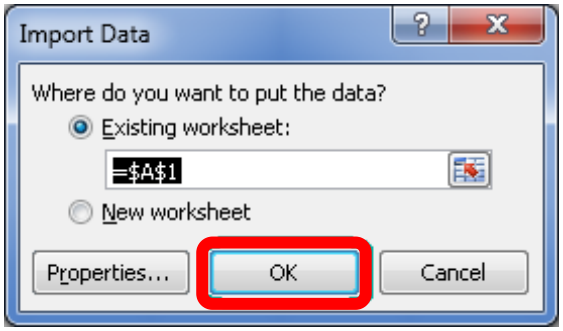


Figure 27: ‘|’ (Pipe) character on the keyboard

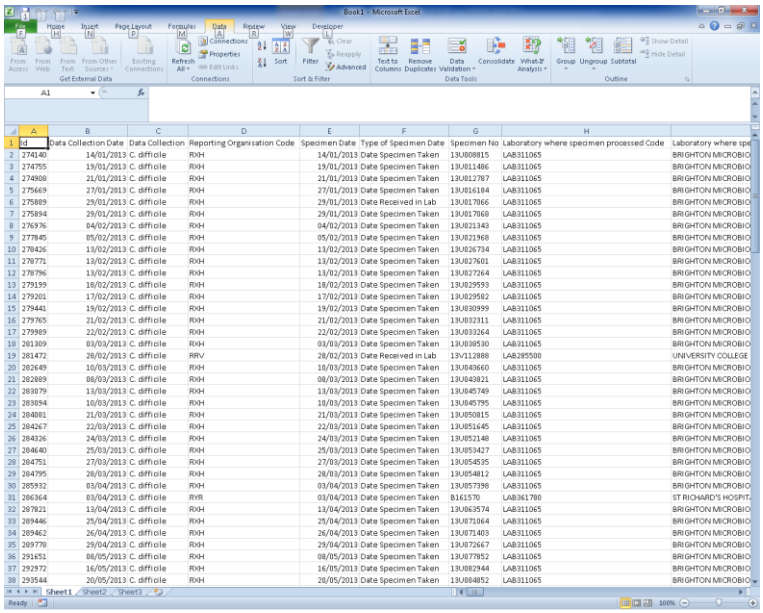
- In the next prompt leave the options as shown below and click **'OK'** (Figure 28)

Figure 28: Position on worksheet to import data



- Once completed you should have a sheet similar to that shown below (Figure 29).

Figure 29: Example of imported data



To save the sheet, press 'Ctrl' and 'S' together on the keyboard and another browse window will appear. Browse to any destination folder of your choice, choose a name for the file, Select **'Excel Workbook (*xlsx)'** or **'Excel 97-2003 Workbook (*xls)'** and click 'Save'.

Using the Line Listing

The Line Listing will contain all fields selected in the 'Field Listing' parameter as well as some columns with automatically generated values.

For all collections, these include information on data entry and sign-off: Date Entered, Created By, Last Update Date, Last Updated By, Signed Off Date, Signed Off By.

For the Blood Stream Infection collection, automatically generated columns also include:

- '**Apportionment Rule Category'** - can be 'Pre-ICU' or 'ICU-associated'. This mirrors the temporal component of the CCU-BSI case definition (however, it does not distinguish BSIs from all other PBCs)
- '**Source'** identifies if a PBC is CVC-associated, CVC-related, both, or secondary to an infection at another site. Please note that if a case is identified CVC-related (according to this protocol) but the unit reported that it was secondary to an infection at another site, both will be listed in this field.
- '**Bacteraemia Category'** is intended to determine whether a PBC is classified as a BSI. However, as of December 2024, it may misclassify certain cases, making it unreliable and currently under review.
- '**Local Authority Name'**, attributed based on geographical information.
- '**CCG'** (which actually indicates SICBL), attributed based on geographical information.

About the UK Health Security Agency

The UK Health Security Agency is an executive agency, sponsored by the Department of Health and Social Care.

www.ukhsa.gov.uk

Version 1.3

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